

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

November 28, 2006

Job Title:	Payroll Benefit Technician	Position No.:	64112103
Division:	Centralized Services	Pay Band:	4-payroll tech
Location:	Helena	Bargaining Unit:	N/A
Status:	Perm/ Full-time	Supplement:	N/A
Salary:	\$12.436/hr <i>New to state government</i>	Shift:	Mon-Fri 8:00-5:00

Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406) 444-0551 email to hrcen@mt.gov

No later than 5:00 p.m., December 14, 2006

Application materials are available on the web at www.mt.gov

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4394.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a smoke free agency.

Typical Duties: Performs and reconciles payroll functions through the Statewide Accounting, Budgeting and Human Resources system (SABHRS), including web-time entry and approval. Guarantee that appropriate updates and corrections are processed properly through SABHRS. Analyze payroll support documents to determine compliance to State and Federal laws, rules, regulations, policies and procedures. In addition, compliance must also be maintained with fifteen bargaining unit agreement/union contracts and the teachers pay plan. Coordinates the completion of the Department's on-line pre-payroll with payroll and accounting staff and review prior to submittal. Researches and responds to employee questions or administrative/supervisor inquiries on payroll matters by reviewing files and researching circumstances. Corrects payroll internal or reporting errors. Audit and reconcile State insurance benefit plan premiums to confirm compliance with all state and federal law, rules, regulations, policies and procedures. Examine and verify all insurance forms and insurance changes. Define to the system support personnel the complex benefits of various optional programs available to eligible state employees. If inaccurate information is provided to employees the department may be financially liable.

Qualifications: This position requires extensive knowledge and is considered to be an agency expert regarding the Time Entry and approval concepts of SABHRS, including web-based time entry and approval, as well as the State Insurance Benefits Plan. Position has the authority to make corrective decisions and entries to SABHRS time entry and approval screens, including web-based time entry and approval. This position requires extensive analytical skills along with considerable proficiency in the use of a personal computer, printer, programs, modem, fax and highly developed organizational skills. Must have the ability to perform moderately difficult accounting work, analyze and interpret fiscal accounting records, communicate effectively orally and in writing. Must effectively manage administrative detail, complex and occasionally confidential material.

Education and Experience: The above knowledge, skills, and abilities required to perform this position are typically acquired through a combination of education and experience equivalent to business degree in Accounting or related field and one year of progressively responsible accounting experience.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT FOR AN APPLICANT WHO DOES NOT MEET THE MINIMUM YEARS OF EXPERIENCE.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH.****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____